

CITY OF BURIEN, WASHINGTON MEMORANDUM

DATE: January 15, 2008
TO: Mayor McGilton and City Council
FROM: Scott Greenberg, AICP, Community Development Director
SUBJECT: Quarterly Permit Activity Report—4th Quarter 2007 and 2007 Annual Report

1. CONSTRUCTION-RELATED PERMITS ISSUED—QUARTERLY:

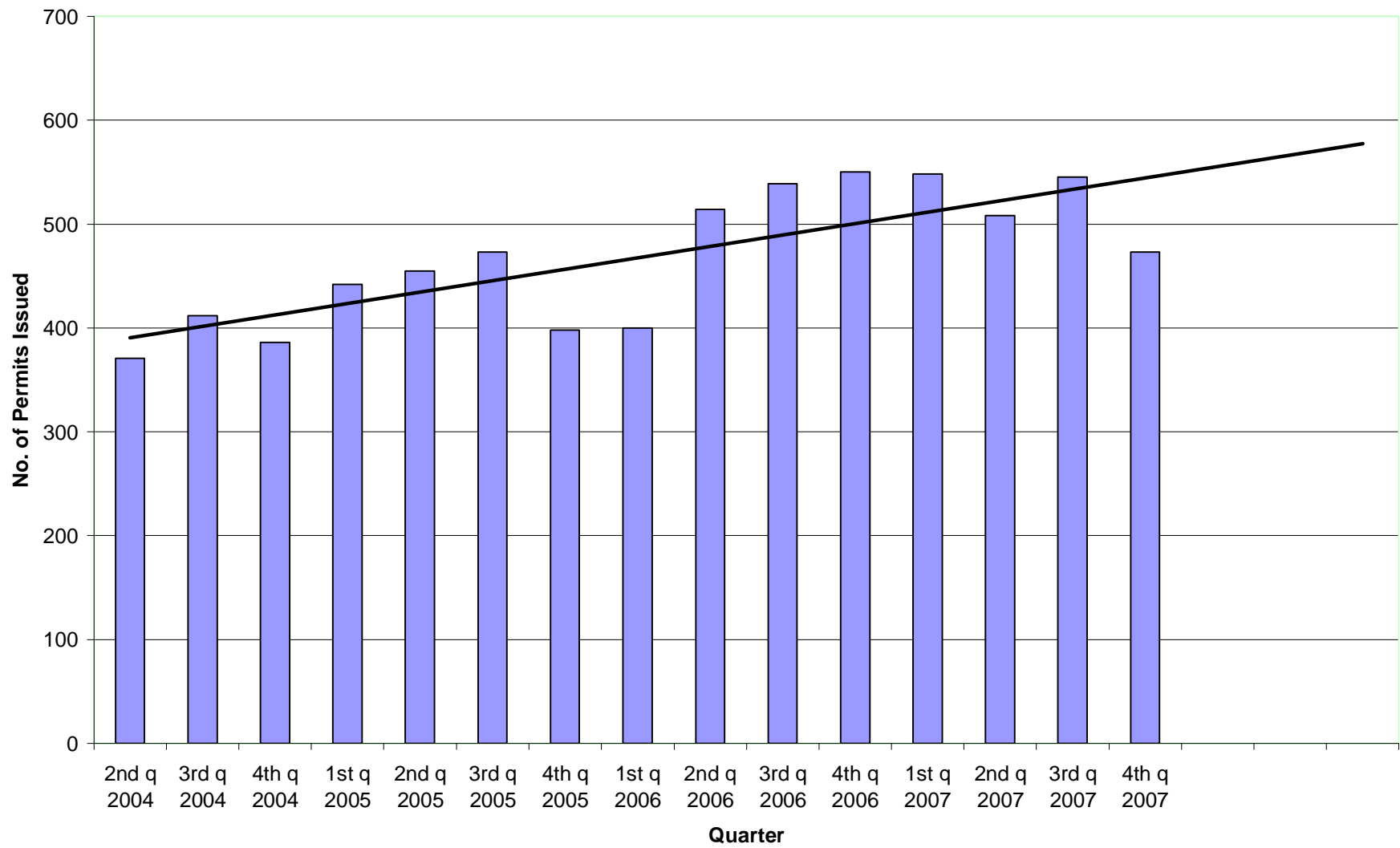
The chart below shows the number of different construction-related permits issued over the past two years, along with the revenues generated by those permits. There was a reduction in the number of issued permits from the third quarter. However, for 2007 we issued the highest number of permits in Burien's history (2,074). Permit revenues in 2007 (\$916,181) exceeded the 2007 budgeted amount (\$679,804). Total permit valuation in 2007 was nearly \$100 million, a new record for Burien.

ISSUED PERMITS	4th q 2005	1st q 2006	2nd q 2006	3rd q 2006	4th q 2006	1 st q 2007	2nd q 2007	3rd q 2007	4th q 2007
Building	58	52	117	128	98	62	100	92	81
Demolition	2	2	2	3	2	12	8	15	5
Electrical	132	137	162	150	178	242	191	187	165
Fire Protection	12	16	13	16	20	25	8	24	19
Clear and Grade	0	0	0	0	0	0	0	0	0
Mechanical	79	64	61	73	66	61	61	65	66
Plumbing	28	30	30	33	42	21	26	28	42
Right-of-Way	65	73	90	95	113	107	85	108	72
Sign	22	26	39	41	31	18	29	26	23
TOTALS	398	400	514	539	550	548	508	545	473
Revenues	\$130,683	\$149,498	\$247,229	\$305,063	\$304,006	\$295,110	\$229,807	\$177,751	\$213,513
Valuation	\$7,729,000	\$6,031,000	\$25,082,000	\$21,835,000	\$12,360,000	\$37,016,121	\$16,684,539	\$25,179,575	\$18,694,631

CONSTRUCTION-RELATED PERMITS ISSUED--ANNUAL SUMMARY:

	2005	2006	2007
Permits Issued	1768	2003	2074
Total Revenues	\$683,345	\$1,005,796	\$916,181
Total Valuation	\$39,484,000	\$65,308,000	\$97,574,866

Quarterly Permit Issuance



2. CONSTRUCTION-RELATED PERMITS—PROGRESS IN MEETING TARGET APPROVAL DATES

The Community Development Department has adopted a set of “target approval dates” for the review and approval of many of our construction-related permits. These timelines are goals that we strive to meet on a daily basis. We have been tracking progress in meeting these goals since October, 2006. The following chart shows types of permits that are being tracked along with the review target and what percentage of these permits were reviewed and approved within the established target. In the 4th quarter we issued 97% of permits “on-time”. For the year, we issued 98% of permits “on-time”. The review periods exclude time the city was waiting for an applicant to respond to a correction letter.

ISSUED PERMITS	Target Approval Date	4 th q 2006	1 st q 2007	2 nd q 2007	3 rd q 2007	4 th q 2007	2007 Totals
Building Permits							
Single-Family New	6 weeks	77%	83%	89%	82%	86%	85%
Single-Family Addition	6 weeks	100%	100%	96%	100%	93%	97%
Single-Family Remodel	4 weeks	95%	100%	89%	88%	96%	92%
Multi-Family/Commercial New	10 weeks	100%	100%	50%	100%	n/a	80%
Multi-Family/Commercial Tenant Improvement	6 weeks	100%	93%	100%	100%	100%	99%
Building Permits--TOTAL		89%	95%	93%	92%	96%	94%
Other Permits							
Electrical Permits	<i>Plan review not required: Same day approval Plan review required: 4 weeks</i>	100%	100%	100%	100%	99%	100%
Mechanical Permits	<i>Plan review not required: Same day approval Plan review required: 4 weeks</i>	100%	100%	92%	100%	100%	98%
Plumbing Permits	<i>Plan review not required: Same day approval Plan review required: 4 weeks</i>	100%	100%	100%	93%	95%	97%
Sign Permits	2 weeks	93%	100%	97%	92%	83%	93%
ALL PERMITS		96%	99%	97%	97%	97%	98%

*-None issued during period

3. E-PERMITS

In the 4th quarter of 2006, the City began accepting and issuing simple electrical, mechanical, plumbing and re-roof permit applications online through <http://www.mybuildingpermit.com>. Online submittal and issuance of permits is an expanding technology that directly benefits our customers. An applicant registers with mybuildingpermit.com, completes some basic application information, pays fees with a credit card and the permit is issued automatically via e-mail. One of our Permit Technicians also receives an e-mail with the permit information, which she must manually enter into our local tracking system. We are working on back-end integration between the two systems to eliminate this manual step. This will lead to greater efficiencies at our permit center.

As shown below, the number of applications being submitted and issued online has been increasing over the past 12 months. The percentages shown are percent of the total number of permits of that type that were issued. Not all permits or permit types are currently eligible for online permitting (such as building permits, sign permits and other permits that require plan review). While our number of online permits currently represent a small portion of the total permits we issue, we expect online use to continue to grow and are working with our e-gov alliance partners to expand the online permit program to other types of permits. The other partners report an average of 47% of eligible permits are now being submitted online in their jurisdictions.

E-PERMITS ISSUED	4 th q 2006	1 st q 2007	2 nd q 2007	3 rd q 2007	4 th q 2007	2007 Totals
Building (Re-roof)	0	0	0	1	1	2
Electrical	6 (4%)	10 (4%)	27 (14%)	33 (17%)	26 (16%)	96 (13%)
Mechanical	6 (10%)	23 (38%)	21 (34%)	28 (32%)	32 (48%)	104 (46%)
Plumbing	8 (20%)	6 (30%)	7 (27%)	7 (25%)	11 (26%)	31 (32%)
TOTALS	20 (5%)	39(10%)	55 (13%)	69 (25%)	70 (26%)	233 (22%)



4. MAJOR CONSTRUCTION PERMITS ISSUED IN 4th QUARTER (over \$400,000 valuation; excluding single-family):

Permit No.	Address	Project or Applicant	Project Description	Valuation	Issued
PLM-07-1746	2725 SW 116 th St,	Highline School District	Plumbing for new Shorewood Elementary School	\$12,261,000	10/24/07
BLD-07-1674	630 S. 152 nd St.	King Co. Housing Auth.	Tenant Improvement at Munro Manor	\$750,000	11/27/07

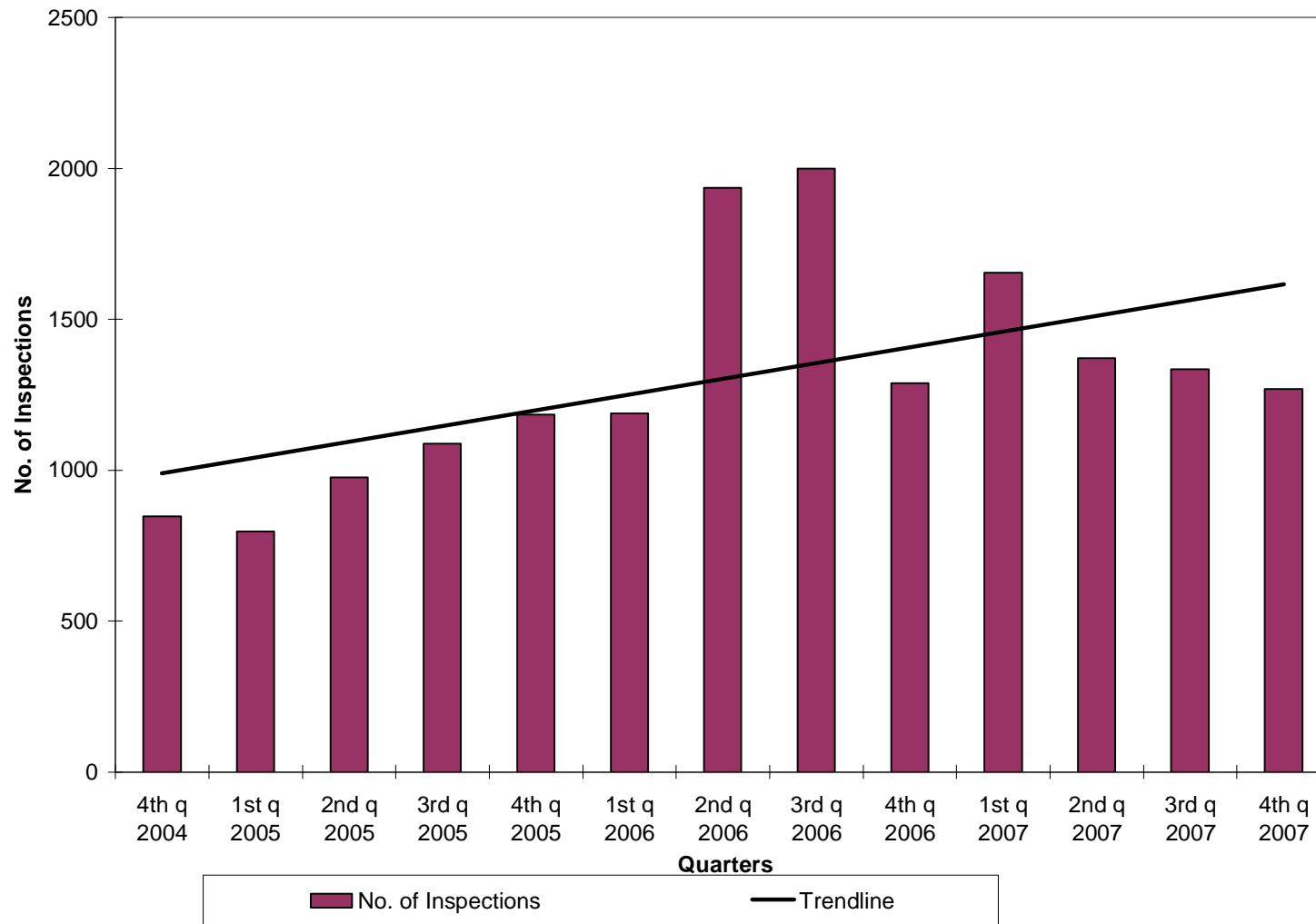
5. CONSTRUCTION INSPECTIONS:

Burien has three full-time inspectors. These inspectors perform a variety of building, electrical, plumbing and mechanical inspections. The inspectors spend an average of 5 hours per day on inspections and related activities (such as entering inspection results, communication with applicants, driving between inspections, etc.) and about 3 hours per day answering phone calls, doing plan reviews and assisting at the permit counter. Each inspection averages 45 minutes to an hour (or more for large commercial projects), allowing for an average of up to 5 to 7 inspections per day per inspector. During peak times or vacations, 10-15 inspections per day is common. This reduces the amount of time the inspectors can spend in City Hall with their other duties.

Currently, inspection requests are called into a voice mail system (206-248-5525), where they are manually removed and written on paper by the inspectors. At the end of each day, the inspection information is manually entered into our tracking system. We are working with our e-gov alliance partners on an online inspection request system that could eventually be fully integrated with our tracking system—eliminating the manual entry of inspection requests. A future addition could be wireless laptop computers for each inspector, who can enter information in the field, directly into the tracking system.

INSPECTIONS	2005 Totals	1st q 2006	2nd q 2006	3rd q 2006	4th q 2006	2006 Totals	1st q 2007	2nd q 2007	3rd q 2007	4th q 2007	2007 Totals
No. of Inspections	4046	1189	1936	2000	1289	6414	1655	1371	1335	1269	5630
No. of work days	251	62	64	63	60	249	62	64	63	62	251
Average No. of inspections per day per inspector	8.1	6.4	10.1	10.6	7.2	8.6	8.9	7.1	7.1	6.8	7.5
No. of inspectors	2.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0

Inspections Per Quarter



6. NORMANDY PARK PLAN REVIEWS AND INSPECTIONS:

In January, 2006, Burien began providing plan review and inspection services to the City of Normandy Park. These services are provided by Burien's Building Official and our three inspectors. The following chart shows the number of plan reviews and inspections performed by Burien staff on behalf of Normandy Park:

INSPECTIONS	1st q 2006	2nd q 2006	3rd q 2006	4th q 2006	2006 Totals	1st q 2007	2nd q 2007	3rd q 2007	4th q 2007	2007 Totals
No. of Plan Reviews	4	9	29	6	48	17	21	16	23	77
No. of inspections	136	131	200	205	672	221	272	402	347	1242
No. of work days in quarter	62	64	63	60	249	62	64	63	62	251
Average No. of inspections per day	2.2	2	3.2	3.5	2.7	3.6	4.3	6.4	5.6	4.9

7. LAND USE PRE-APPLICATION MEETINGS:

Pre-application meetings are required for most planning and land use-related actions. Meetings are held every other Thursday for up to 4 pre-application reviews. Staff from planning, building, public works, fire, and police attends as needed to discuss fatal flaws and to identify various requirements for a proposed development. A written report is provided to the applicant, as well as meeting minutes. Although this service requires a substantial amount of staff time, it has proven to be valuable to both the applicant and the city and helps to expedite the formal review later in the process. The following chart shows the number of pre-application reviews by project type.

Pre-Application Project Type	2005 Totals	1st q 2006	2nd q 2006	3rd q 2006	4th q 2006	2006 Totals	1st q 2007	2nd q 2007	3rd q 2007	4th q 2007	2007 Totals
Short Plat (4 or fewer lots)	28	3	7	4	4	18	6	3	2	3	14
Subdivision (5 or more lots)	3	0	4	2	1	7	0	3	1	1	5
Multi-Family	4	0	1	0	3	4	1	0	0	0	1
Critical Area Review— Single-Family	19	3	4	2	2	11	2	4	4	7	17
Critical Area Review—Other	2	0	2	0	1	3	1	0	0	0	1
Commercial/Mixed Use— New	14	1	2	3	1	7	2	4	0	2	8
Commercial/Mixed Use— Addition, Renovation	3	1	1	2	0	4	3	0	3	1	7
Change of Use	3	0	1	0	0	1	1	0	0	0	1
Other	7	3	2	2	3	10	1	1	0	0	2
TOTALS	83	11	24	15	15	65	17	15	10	14	56

8. LAND USE APPLICATIONS:

We received the following types of planning and land use applications, categorized as shown below.

Project Type	2005 TOTALS	1 st q 2006	2 nd Q 2006	3rd Q 2006	4th Q 2006	2006 TOTALS	1 st Q 2007	2 nd Q 2007	3rd Q 2007	4th Q 2007	2007 TOTALS
Accessory Dwelling Unit	11	1		2		3	1	4		6	11
Critical Area Review—Admin.	1	3		2		5	1	3		3	7
Critical Area Review—Type 1	7	2		1		3	2				2
Lot Line Adjustment	7			1	1	2	7	3	3	2	15
Land Use Review—Type 1	9	6	4	4	1	15	2	2	5		9
Land Use Review—Type 2	3					0			1		1
Land Use Review—Type 3	2	1			2	3					0
Master Sign Plan	1			1		1	1				1
Multi-Family Tax Exemption	0					0	1				1
Rezone	0		1			1					0
Shoreline Exemption	2		2	1	1	4		2	3	2	7
Short Plat--Preliminary	18	1	6	4		11	5	1	4	1	11
Short Plat--Final	8	1	3	2	3	9	4	3	2	6	15
Subdivision--Preliminary	3		1	1	1	3		1	2	1	4
Subdivision--Final	1			1	2	3					0
Tree Removal Permit	15	3	2	4	7	16	2	5	5	5	17
Temporary Use Permit	13	2	4	3		9		3	3	1	7
TOTALS	101	20	23	27	18	88	26	27	28	27	108

9. LAND USE DECISIONS:

We issued 10 planning/land-use related decisions in the 4th quarter of 2007 (total of 30 for the year). The following lists the planning and land use-related decisions that have target issuance dates. We met 60% of our target review dates in the quarter and 67% for 2007. For the year, 8 of the 10 applications that did not meet target dates were Type II or Type III reviews requiring public hearings (and City Council approval for Type III reviews). We plan to revisit our processes in 2008 to see where they can be further streamlined.

APPLICANT	PERMIT NUMBER	REVIEW PROCESS	REVIEW TARGET (days)	CITY REVIEW TIME (days)	MET TARGET?
Burien Library/City Hall	PLA-07-1452	Type I--Administrative Design Review	90	46	Yes
NW Housing--Miller Creek Junction	PLA-07-0854	Type II—Binding Site Plan	120	149	No
Day Short Plat	PLA-07-0878	Type I--Short Plat	120	135	No
Powell Homes (Moen)	PLA-07-0893	Type II—Binding Site Plan	120	145	No
SW Suburban Sewer Dist.(C.A.R)	PLA-07-1297	Type I—Critical Area Review	120	79	Yes
Vu Prelim. Subdivision	PLA-07-0769	Type III--Subdivision	120	166	No
Holmes Short Plat	PLA-07-1443	Type I--Short Plat	120	101	Yes
Dowling Short Plat	PLA-07-1439	Type I--Short Plat	120	112	Yes
Gill Short Plat	PLA-07-1404	Type I--Short Plat	120	84	Yes
Dotson Short Plat	PLA-07-1779	Type I--Short Plat	120	37	Yes
AVERAGE				105	
MEDIAN				106.5	

Type I Review: Administrative (Director) decision

Type II Review: Hearing Examiner hearing and decision

Type III Review: Hearing Examiner recommendation and City Council decision

LAND USE DECISIONS--ANNUAL SUMMARY:

	2000	2001	2002	2003	2004	2005	2006	2007
Number of Decisions Issued	16	14	34	20	28	43	34	30
Percent Issued By Target Date	69%	50%	65%	68%	79%	74%	79%	67%